



State of Wisconsin

Department of Administration

Search for People

Purpose

The purpose for Search for People functionality is to allow agencies to find employee information for employees who are not in their row-level security. This information can be used to gather the information needed to perform a Request Job Change ("People Stealer"), and it can also be used to ensure employees are not duplicated within PeopleSoft HCM.

Contents

Resources	2
How To Search For People	3

Resources

To be used in combination with:

Personnel Roster

Enterprise Personnel Report

Search by SSN

Job Change Request (PeopleStealer)

How To Search For People

Begin by navigating to the **Search for People** page.

Workforce Administrator Home Page > Human Resources Dashboard > Person Tile > Search Folder > Search For People

OR

NavBar > Workforce Administration > Personal Information > Search for People

1. Select Person from the **Search Type** List
2. Enter or Select PSCS_ADHOC in the **Search Parameter** Field.
3. Click **Search**

Search/Match

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Search Type = Person

Search Parameter begins with PSCS_ADHOC

Ad Hoc Search

Description begins with

Search Clear Basic Search Save Search Criteria

4. Enter the desired **Search Results Code**:

- **JOB_DATA1** – most typically used, will provide all required data to “steal” record
 - Empl ID
 - Company
 - Name
 - Business Unit
 - Empl Record
 - Department ID
 - Org Relationship
 - Payroll Status
 - Effective Date
 - HR Status
 - Empl Class
- **PERSON_DATA**
 - Empl ID
 - Home City
 - Name
 - Home State
 - Empl Record
 - Home Postal Code
 - DOB
 - Home Phone
 - Home Address
- **PROFILE_DATA**
 - Empl ID
 - Empl Record
 - Name
 - Probation End Date
- **PSRS_HIRE**
 - Empl ID
 - National ID
 - Last Name
 - DOB
 - First Name
 - Home Address
 - Middle Initial
 - Home City

Search Criteria

Search Type: Person Ad Hoc Search

Search Parameter: PSCS_ADHOC CS_Person Adhoc Search

Search Result Rule ?

Search Result Code:

User Default

Search Criteria ?

Search Fields

First Name Search

Last Name Search

Search by Order Number ?

Search Order	Description
10	CS_AdHoc Search

Look Up Search Result Code

Search Type: Person

Search Result Code: begins with

Description: begins with

Basic Lookup

Search Results

View 100

Search Result Code	Description
JOB_DATA1	Job Data 1
PERSON_DATA	Personal Data
PROFILE_DATA	Profile Data
PSRS_HIRE	Prepare For Hire

5. Enter the first name, **TAB OUT OF THE FIELD**
6. Enter the last name, **TAB OUT OF THE FIELD**

IMPORTANT: The name fields are hard coded with a search type of “Begins With”.

The screenshot shows a 'Search Criteria' form with two input fields. The first field is labeled 'First Name Search' and the second is 'Last Name Search'. Both fields have a 'Value' label above them and a search icon (magnifying glass) on the right. The input fields are highlighted with red rectangular boxes.

7. Click on either of the **Search** buttons to review your search results.

This screenshot shows a more complete view of the search interface. At the top, it displays 'Search Criteria' with options for 'Search Type' (Person) and 'Search Parameter' (PSCS_ADHOC). Below this is a 'Search Result Rule' section with a dropdown menu set to 'JOB_DATA1' and a 'Search' button highlighted with a red box. Other buttons include 'Clear All' and 'Carry ID reset'. Below the search rule is another 'Search Criteria' section with input fields for 'First Name Search' and 'Last Name Search'. At the bottom, there is a 'Search by Order Number' section with a 'Selective Search' button highlighted with a red box. A 'Return to Search Results' link is visible at the bottom left.

8. If there are no matching results to display you will receive this message:

The screenshot shows a message box with the text: 'Search Criteria did not return any results (18160,43)'. Below the text is the instruction 'Enter new or additional Search Criteria' and an 'OK' button.

9. If there are matching results to display you will be brought to the list of results
 - a. The number of individual Empl ID's that match your search will be listed under the Search Results Summary.
10. To expand the column display, click the Show All Columns icon

Search Results

Search Type **Person** Ad Hoc Search
 Search Parameter **PSCS_ADHOC** CS_Person Adhoc Search
 Result Code **JOB_DATA1** Job Data 1

▼ **Search Results Summary** [Return to Search Criteria](#)

Number of ID's Found **1**

Search Order Number **10** CS_AdHoc Search

Search Results

1-17 of 17 | View All

Results Results2 **Results3**

		Empl ID	Name	Empl Record	Org Relationship	Effective Date	Employee Class
1	Carry ID			0	EMP	01/03/2021	PRM
2	Carry ID			0	EMP	01/05/2020	PRM
3	Carry ID			0	EMP	01/06/2019	PRM
4	Carry ID			0	EMP	01/07/2018	PRM
5	Carry ID			0	EMP	01/17/2021	PRM
6	Carry ID			0	EMP	02/01/2016	PRM

11. If you are using the Job Change Request (PeopleSteal) functionality, make note of the Empl ID, Business Unit, and Department ID
12. There will be a row for all Job Data rows on the employee's record. The Effective Date is the effective date of that particular Job Data row.

Search Results

Search Type **Person** Ad Hoc Search
 Search Parameter **PSCS_ADHOC** CS_Person Adhoc Search
 Result Code **JOB_DATA1** Job Data 1

▼ **Search Results Summary** [Return to Search Criteria](#)

Number of ID's Found **1**

Search Order Number **10** CS_AdHoc Search

Search Results

1-17 of 17 | View All

		Empl ID	Name	Empl Record	Org Relationship	Effective Date	Employee Class	Company	Business Unit	Department ID	Payroll Status	HR Status
1	Carry ID			0	EMP	01/03/2021	PRM	WIS	50500	505P000099	A	A
2	Carry ID			0	EMP	01/05/2020	PRM	WIS	50500	505P000099	A	A
3	Carry ID			0	EMP	01/06/2019	PRM	WIS	50500	505P000099	A	A
4	Carry ID			0	EMP	01/07/2018	PRM	WIS	50500	505P000001	A	A
5	Carry ID			0	EMP	01/17/2021	PRM	WIS	50500	505P000099	A	A
6	Carry ID			0	EMP	02/01/2016	PRM	WIS	50500	505P310000	A	A